NCC Academic Assessment Portal

User Guide

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**Login and Navigation**

The NCC Academic Assessment Portal is accessible at <http://acadassess.noctrl.edu>.

The login page appears and prompts the user for their network login and password.

After logging in, the main page of the portal appears with a row of buttons to navigate throughout the portal. (note: the “admin” button is disabled for general users)

The Navigation Bar at the top of the page includes important links for user assistance.

NCC Academic Assessment Portal Returns to portal main page

NCC Home North Central College Website <http://noctrl.edu>

Contact IT Information Technology Services <http://its.noctrl.edu>

Contact Admin Email Dr. Shereen Ilahi [silahi@noctrl.edu](mailto:silahi@noctrl.edu)

User Guide Portal guide in PDF format

Assessment Committee Website [https://cardinalnet.northcentralcollege.edu](https://cardinalnet.northcentralcollege.edu/faculty/committees/assessment/)

[/faculty/committees/assessment/](https://cardinalnet.northcentralcollege.edu/faculty/committees/assessment/)

**Roles and Permissions**

* All users are allowed to “VIEW” all Outcomes, Plans, and Reports for any program.
* Changes made to the portal data are reserved for those with Administrative Permissions.

**General Use Table**

(*Table shows permissions for basic usage regarding Outcomes, Plans, and Reports*)

|  |  |  |  |
| --- | --- | --- | --- |
| **USERS** | **View** | **Add** | **Modify** |
| General Staff/Faculty | ALL | NONE | NONE |
| Assessors | ALL | OWN | OWN |
| Chairpersons | ALL | OWN | OWN |
| Liaisons | ALL | OWN | OWN |
| Administrator | ALL | ALL | ALL |

\*ALL = any program \*OWN = assigned programs

**Administrative Use Table**

(*Table shows Administrative permissions*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ADMIN USERS** | **Queries** | **Feedback** | **Active/Inactive** | **Programs** |
| Chairpersons | ALL | NONE | OWN | ADD/DELETE |
| Liaisons | ALL | OWN | OWN | ADD/DELETE |
| Administrator | ALL | ALL | ALL | ADD/DELETE |

How to **VIEW:** Outcomes - Plans - Reports

After logging in, the main page of the portal appears with a row of clickable buttons as options.

* To view an **Outcome**, click the Outcomes button.

A group of selection buttons appears on the left of the screen.

Select “View” from the first drop down button

(note: general users only have “View” as an option)

Next, select the Department

Next, select the Program/Degree

Finally, click “Submit”

A collapsible list of outcomes will appear in the right

portion of the screen.

Click on an Outcome to expand the textbox and view details.

Click “Print” for a printable document.

(The NCC Academic Assessment Portal link in the navigation bar will return to the main page.)

* To view a **Plan**, click on the Plans button from the main page

A group of selection buttons appears on the left of the screen.

Select “View” from the first drop down button

Next, select the Department

Next, select the Program/Degree

Next, select the academic Year

Finally, click “Submit”

A collapsible list of Plans will appear in the right portion of

the screen.

Click on a Plan to expand the textbox to view the corresponding Outcomes.

Click on “View” at the far right of the Plan title to view the entire plan

Click “Print” for a printable document.

* To view a **Report**, click on the Reports button from the main page

A group of selection buttons appears on the left of the screen.

Select “View” from the first drop down button

Next, select the Department

Next, select the Program/Degree

Next, select the academic Year

Finally, click “Submit”

A collapsible list of Plan will appear in the right portion of

the screen.

Click on a Plan to expand the textbox to view the corresponding Outcomes.

Check the Outcome to view

Click on “View” at the far right of the Plan title to view the entire report for that plan.

Click “Print” for a printable document.

How to **ADD:** Outcomes - Plans - Reports

Start at the main page of the portal.

* To add an **Outcome**, click the Outcomes button.

A group of selection buttons appears on the left of the screen.

Select “Add” from the first drop down button

Next, select the Department

Next, select the Program/Degree

Finally, click “Submit”

A textbox will appear in the right portion of the screen.

Click “Save Draft” to save a draft of the outcome.

Click “Submit” to add the new outcome to the database.

(The NCC Academic Assessment Portal link in the navigation bar will return to the main page.)

* To add a **Plan**, click on the Plans button from the main page

A group of selection buttons appears on the left of the screen.

Select “Add” from the first drop down button

Next, select the Department

Next, select the Program/Degree

Next, select the academic Year

Finally, click “Submit”

A collapsible list of questions will appear in the right portion of

the screen.

Select yes or no for conducting a meta-assessment.

If “no”

Click on a question to expand the textbox and enter the required data.

To upload a separate document, click “Browse” below the set of questions to search for the file.

Click “Save Draft” to save a draft of the plan.

Click “Submit” to add the new plan to the database.

If “yes”

A text box will appear for entering the required data.

Click “Save Draft” to save a draft of the meta-assessment.

Click “Submit” to add the meta-assessment to the database.

* To add a **Report**, click on the Reports button from the main page

A group of selection buttons appears on the left of the screen.

Select “Add” from the first drop down button

Next, select the Department

Next, select the Program/Degree

Next, select the academic Year

Finally, click “Submit”

A collapsible list of Plans with Outcomes will appear in the right

portion of the screen.

Click on a Plan to expand the textbox and check an Outcome.

Click on “Add” at the far right of the Plan title to enter a report for that plan.

To upload a separate document, click “Browse” below the set of questions to search for the file.

Click “Save Draft” to save a draft of the report.

Click “Submit” to add the new report to the database.

How to **MODIFY:** Outcomes - Plans - Reports

Start at the main page of the portal.

* To modify an **Outcome**, click the Outcomes button.

A group of selection buttons appears on the left of the screen.

Select “Modify” from the first drop down button

Next, select the Department

Next, select the Program/Degree

Finally, click “Submit”

A collapsible list of outcomes will appear in the right

portion of the screen.

Click on an Outcome to expand the textbox to edit.

Click “Submit” to enter changes into the database.

* To modify a **Plan**, click on the Plans button from the main page

A group of selection buttons appears on the left of the screen.

Select “Modify” from the first drop down button

Next, select the Department

Next, select the Program/Degree

Next, select the academic Year

Finally, click “Submit”

A collapsible list of questions will appear in the right portion of

the screen.

Click on a Plan to expand the textbox to view the corresponding Outcomes.

Check the Outcome for the Plan to modify.

Click on “Modify” at the far right of the Plan title to view the entire plan to be modified.

Click on the collapsible titles to expand the textbox for editing.

To upload a separate document, click “Browse” below the set of questions to search for the file.

Click “Save Draft” to save a draft of the modified plan.

Click “Submit” to add the modified plan to the database.

* To modify a **Report**, click on the Reports button from the main page

A group of selection buttons appears on the left of the screen.

Select “View” from the first drop down button

Next, select the Department

Next, select the Program/Degree

Next, select the academic Year

Finally, click “Submit”

A collapsible list of Plan will appear in the right portion of

the screen.

Click on a Plan to expand the textbox to view the corresponding Outcomes.

Check the Outcome for the Plan.

Click on “Modify” at the far right of the Plan title to view the entire report for that plan.

Click on the collapsible titles to expand the textbox for editing.

To upload a separate document, click “Browse” below the set of questions to search for the file.

Click “Save Draft” to save a draft of the report.

Click “Submit” to add the new report to the database

Click “Print” for a printable document.

**Administrative Privileges**

\*These options are only available to those with Administrative permissions.

Starting at the portal main page, click on the “admin” button.

The Admin page appears as below…

* **Manage Users (available to Administrator and Chairpersons only)**

Click on the “manage users” button (or tab under the portals navigation bar) to open the users interface.

* **Manage Programs (available to Administrator and Chairpersons only)**

Click on the “manage programs” button (or tab under the portals navigation bar) to open the programs interface.

* **Queries (available to Administrator, Chairpersons, and Liaisons only)**

Click on the “queries” button (or tab under the portals navigation bar) to open the query interface.

A set of queries will appear on the left portion of the screen.

Click the desired query

Results appear on the right of the screen.

If more than one page of results exist, scroll to bottom to select pages of more results.

Click “Print” to print a list of the results.

**Uploading Documents**

Separate files may be uploaded to accompany an added or modified Plan or Report.

Supported Filetypes:

.pdf

File Size:

2 megabyte limit for each file

Number of Files Allowed:

unlimited